

MONROE COUNTY

JOB DESCRIPTION

Position Title: TECHNICIAN PLANNING		Date: 08/23/04
Position Level: 8	FLSA Status:	Class Code: 8-43

GENERAL DESCRIPTION

Performs advanced professional technical work in planning including responsibility for variances, permit process and coordination, administer the ROGO program, conducting basic research assignments, providing zoning and research information to the public, drafting handouts and application forms, and performs related duties as required.

KEY RESPONSIBILITIES

1. Serve as primary public contact for planning providing customer assistance at the service counter, over the telephone and in response to faxes and written requests.
2. Provide customer assistance with Land Development Regulations including the review of proposed plans for compliance, permit applications and permitting procedures and processes, information on additional departments/agencies reviews, ROGO requirements, applications status, zoning, FLUM designation, Tier designation, flood map designation and other zoning information.
3. Perform initial review of building permit applications for preliminary land use zoning and flood zone, document on plans, stamp sign.
4. Review Building Permit for compliance with the Land Development Regulations and the Monroe County Year 2010 Comprehensive Plan, conduct planning review and make the planning determination to grant or deny building permit requests for signs, billboards, fences, accessory structures, single-family improvements, commercial improvements, and the replacement of single-family dwellings, mobile homes and RV's. Prepare letters of denial for building permits for Director, Island Planning and Director, Planning.
5. Serve as primary customer contact for variances reviewing projects to determine what type of variance if any, is applicable. Provide and explain applications procedures and processes. Review variance applications for completeness. Prepare reports, resolutions and agenda item summaries, present findings to Director, Island Planning Director and the Director, Planning. Administrative Variances and Administrative Waivers are approved administratively.
6. Serve as primary customer contact for ROGO and NROGO: Answer questions; determine if an allocation is necessary; provide guidance to the customer by explaining application requirements, procedures and processes; administer review and score applications; complete reports and the agenda items; process all the restrictive covenants and maintain files.
7. Responsible for quarterly ROGO reports and recommendations for Director with duties that include: organize and maintain all ROGO files and data bases, issue allocation letters, coordinate with county staff and external authorities, track ROGO exemptions, applications, permitted allocations, expired allocations, land dedications, affordable housing, nutrient credits, modest housing, tier assignments, administrative relief, analyze data to prepare reports and agenda summaries for Planning Commission and Board of County Commissioners, verify that correct lot aggregations, land dedications and affordable housing documentation are received by Planning Department prior to permit issuance, update information on the County Web site and prepare and revise handouts and forms.
8. Responsible for permitting and applications for Liquor Licenses, Home Occupations, Vacation Rentals and Affordable housing including; identification of need, preparation of reports, resolution and agenda, presentation with recommendation to Planning Commission.

9. Accept and process all planning permits responsibilities include; checking applications for completeness notice to applicants of missing required elements, application fee is posted to the permit and receipt is issued, issue letter as necessary to identify missing application material and create file.
10. Maintain data bases including affordable housing records and conduct yearly compliance review.
11. Provide customer service in a professional manner, sometimes working with difficult customers. Must be able to determine when assistance may be required from either a supervisor or possibly law enforcement.
12. Collect planning data including background research on properties and permitting records as requested by supervisor.
13. Conduct site visits for final inspections before issuance of certificates of occupancy including compliance with building accessibility and the conditions of granting zoning permits including major and minor conditional use permits.
14. Prepare department reports, conduct research, collect data, work on planning projects, revise and update planning applications, perform other planning and zoning duties as assigned.

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Planning, Urban Economics or related field.
<i>Experience:</i>	Minimum of 4 months experience working in a planning office.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Site visits outside the office may be required.
<i>On Call Requirements:</i>	None
<i>Other:</i>	Valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

